

LOOKIN' GOOD!



A MINI-MICROEDIA

by

Marian B. Latzko

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A MINI-MICROEDIA

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Marian B. Latzko

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HOW TO USE

“LOOKIN’ GOOD! A Mini-Micropedia”

This **mini-micropedia** is adapted from the author’s *I CAN DO IT! A Micropedia of Living On Your Own*. It concentrates on clothing choice, line and design, clothing plans, grooming, clothing budgets, shopping techniques, quality judgment, and shopping vocabulary. It also covers clothing care: laundry, stain removal, storage, laundry products, shoe care, and MUCH MORE.

It can be used as a **teaching tool** for:

- classes in any area teaching independent living skills
- social service programs
- mentoring programs
- foster homes
- transitional living programs
- financial counseling
- families
- people starting out on their own....or already there.

It can be used as a **reference** for:

- Choosing and caring for clothes and doing laundry. (It’s handy to have on a shelf!)

It can be used as a **workbook** for:

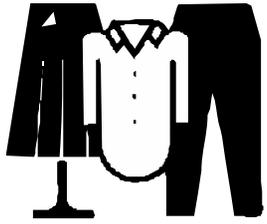
- Teaching these skills. (It could be used as a workbook that persons can write in as they learn and plan.)

It can be used with **added worksheets and teaching activities:**

- There are added worksheets and teaching activities available for more comprehensive teaching and learning. These materials are designed for different levels of learning: Minimal, Intermediate, and Advanced. It includes evaluation tests.

Additional teaching help is available in:
“LOOKIN’ GOOD Activities for Real Life Learning”

(See order form in back of this book.)



CREATE YOUR OWN IMAGE

An image is created by the clothes you wear. Your choices tell something about you. When you start out on your own, you can create a whole new image of yourself if you want to. You can plan for today and for your future. The time to start is right now. Create your own personal clothing plan!

#1 Think through your personality and the messages you want to send with your clothes.

Through your own experiences, you can understand the messages that clothing and grooming send to others (i.e. "I want to join your group." "I value style." "I'm quiet." "I'm a leader!" "I'm looking for a mate." "I want to be successful in business." "Notice me!" "I don't care what anyone thinks.") Think about the type of image you want to send.

#2 Review your goals. Consider the type of clothes that will help you to get there.

If the goals you have set for your future require many dollars to get there, you may not have much to spend for clothes. Efficient planning can help you give the image you want.

#3 Gather information about clothes that are appropriate and the costs involved.

Begin by considering the type of clothing needed as you enter the next stage of your life. If you are going directly on to a job, there will be suitable clothes for each type. If you are going on to school, check what's being worn on the campus you hope to attend.



Learn to "fool the eyes" !

If you want to "look good" in the clothes you wear, *line, design* and *color* can help.



You can appear thinner, heavier, taller, shorter, or whatever you would like to be.

LINE AND DESIGN

Eyes actually follow lines that they see. You can create lines to your advantage.



Both of the lines above are exactly the same size!

You can carry this principle into the design of your clothing.



Want to Look Shorter?

Create a line that carries the eye horizontally. (Wear contrasting colors such as shirt of white and pants of navy blue. Wear clothes with lines created from trimmings and seams that go horizontally.)



Want to Look Taller?

Create lines that carry the eye vertically. (Wear clothes of the same color, even carrying out the same color in stockings and shoes if you can. Use vertical lines created from trimmings and design details

INDEX

Budget for clothes	4-8
Clothing care	37-42
Clothing choice checklist	17
Clothing Plan	1-13
Clothing quality	14-15
Color	3,4
Down-filled	36
Electric blanket	37
Fibers	22,23
Fit	16-17
Grooming	17-19
Hair styles	19
Image	1
Ironing	33-35
Jeans	15,16
Labels	21,22
Laundry	20-35
Laundry products	32
Laundry, drying	33
Laundry, pre-preparation	25
Laundry, problems	35-37
Laundry, sorting	23,24
Laundry, washing	31,32
Line and design	2,3
Mending	39-41
Quality checklist	14-15
Recycle	4,5
Shoe care	37,38
Shopping vocabulary	7
Silk	36
Stain removal	25-30
Storage	38-42
Suits	16
Sweaters	15
Thrift stores	8
Wardrobe inventory	9-13
Wool	36

I CAN DO IT!



- Woolens take special care:
 - a. Spray woolens with moth proofing spray, following directions carefully.



- b. Place garments in tightly closed container that has mothballs, flakes or crystals, or in a cedar chest or cedar closet. Clean container or closet carefully to get rid of moth larvae. The larvae do the damage, not the moths themselves.
- c. Moth blocks discourage moth entry, but do not remove larvae that are present.



such as pockets, buttons, seams, and trimmings.)

Want to Look Heavier?

Wear lighter colors. Wear horizontal lines in trim, design, and seams. You can also wear loose fitting clothes so your size is not so apparent. Fabrics that have designs on them can also make you appear heavier. Large people should wear large designs. Small people should wear smaller designs. Bulky fabrics or loosely fitted clothing help too.

Want to Change the Size of Different Areas of Your Body?

If there is a part of your body that you want to appear a different size, use the same principles. Attract the eyes to the areas you want to make larger with horizontal lines. If you want the area to appear smaller, keep the eye away from the area and carry out vertical lines. Here are some examples. If you want broader shoulders, wear contrasting colors at the shoulder line to carry the eye sideways. If you have broad ankles, wear simple shoes designed to make you look straight up the leg, not across the foot.

 You can carry this principle to all parts of your body. For making a forehead look wider, wear bangs. A narrow chin invites curls at the chin area.

COLORS

There is a definite psychology of color. The colors you wear “say” things to people. When choosing colors to wear there is also a reflection and contrast to skin tones that can or can't flatter you.

What Colors Show My Personality?

Greens and blues remind us of living, growing things and calm, blue waters. Reds, yellows, and oranges remind us of fire, sun, and energy. Navy blues remind us of military discipline. Black reminds

us of night and mystery. Browns make us think of tree trunks and earth.

Density of a color says things too. A quiet person may be most comfortable in pale, cool, neutral colors. A dramatic, vivacious person may prefer to wear bright, bold, and dense colors.

What Colors Look Good On Me?

Color illusions can change the way you appear to others. There are some colors that make your skin look clearer and healthier. Body size and shape, hair, and eye color can be improved. Some colors are unflattering too. Bright color draws attention to a part of the body. This is a good way to draw attention to your good body features (i.e. a scarf, tie, or jewelry close to the face can draw attention there.)

Analyze what looks best on you by thinking about outfits that you wear when people compliment you. Place colors close to your face and see what the reflections of the colors do to your skin tones. You can also get a color analysis by someone trained in the techniques. You can get a book from the library and analyze yourself. *Color Me Beautiful* by Carole Jackson offers detailed information for your own personal color analysis.

#4 REVIEW YOUR BUDGET

Take a hard look at your budget to see how much you can actually afford to spend on clothes. If you feel the need is greater than what you can afford, consider alternative ways to pay for what you need.

WAYS TO SAVE DOLLARS



Recycle

- Cut off legs of jeans or pants to make shorts.
- Cover holes with iron-on appliqués or patches if holes are out of style.

How to Hang Clothes for Storage

- Be sure that clothes are dried completely before storage.
- Use wooden, plastic, or coated hangers. Wire hangers can rust on garments in a moist climate.
- Simple “snap” clothespins on wire hangers can hold pants and skirts and avoid hanger lines.
- Take belts off garments so that belt loops aren't strained.
- Be sure that the lapels, pocket flaps, and collars are straight when garments are hung.
- Zip zippers and button one button when hanging clothes to avoid wrinkles and keep shape.
- Hang pants upside down with hem held between two sides of pants hanger.
- Avoid filling a closet too full. Clothes will wrinkle if forced together.
- Fold knitted sweaters and garments rather than hanging them. Be sure the folds do not create wrinkles.
- Closets should be kept dry in moist climates. Special light bulbs or charcoal will be helpful
- Add extra insurance by spraying appropriate insecticide around the floor quarter-round at the base of closets where insects hide. Read directions carefully. Keep floors and corners dust free.

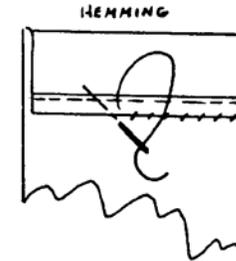


How to Prepare for Long Term Storage

- Garments should be protected for seasonal storage to avoid moths, silverfish, and carpet beetles.
- Remove any spots. (Spots get harder to remove the longer you wait.) Dry-clean when appropriate.
- Wash man-made fabrics and even fabrics with moth-resistant finishes so stains don't attract insects.

Hemming or slip stitching is used when you don't want the seam to show on the outside of a garment, such as for hems. Fold the fabric over 1/4 inch and press, or sew with running stitches.

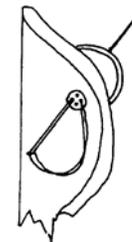
1. Hemming tape can also be sewn on.
2. Turn the fabric to the correct place for hemming and press.
3. Stitch so the stitches are not visible on the outside.



When **sewing buttons**, a shank can be made to give strength to the button and allow room for fabric when buttoned.



When sewing buttons on a coat front, a smaller button is used on the inside for extra strength.



- Modify garments to meet current styles.
 - * Straighten legs or full skirts by removing fullness.
 - * Change buttons.
 - * Shorten skirt if hemlines are shorter.
 - * Remove or add shoulder pads.
 - * Make wide neckties narrower.
 - * Use new accessories.
 - * Make long sleeves into short ones.

Shop in Unusual Places

Shop in thrift shops, outlet stores, mission stores, rummage sales, antique stores, garage sales, resale stores, Goodwill, and consignment stores. Look in newspaper want ads. You might even try relative's attics. Search different store departments for such things as jackets, shirts, sneakers, and sweaters. Clothes from various departments may fit you and prices do vary.

Be wary of low cost merchandise sold out of temporary quarters such as motels and parking lots. Merchandise may be stolen or of poor quality.



Sew If You Can

If you have the capability of sewing your own clothes, you can save many dollars if you plan carefully.

- Price fabrics for clothes you sew since they can sometimes cost more than purchased clothing.
- Use recycled buttons for trim.
- Remake your old garments or clothes from rummage sales and resale shops.
- Use new or old tablecloths, drapes, bedspreads, or sheets.
- Use fabric pieces to create patchwork designs.

Preplan!

Analyze your needs and wants. See what your budget allows and plan carefully.

- List the things that you really need before you go shopping. Buy only what's on the list.



- Avoid buying on credit! If you choose to put clothes on "lay-away", check the added costs. Find the process that would be followed if you would change your mind about the purchase.
- Limit your wardrobe. The more clothes you have, the more work you have for their care and storage.
- Consider choosing basic styles and add distinctive accessories to give you the variety that you desire.
- Choose the basic colors of your wardrobe and stick to them! This offers a variety of mix and match.
- Buy clothes that are considered classics (i.e. blazers, cardigan sweaters, shirtwaist dresses, white shirts, loafer shoes, and simple lines that have been "in" for years.) They stay in style and are versatile.
- Buy garments that can be worn during most seasons of the year.
- Look at current fashions and do comparison shopping. Don't buy fads that go out of style quickly.
- Choose the quality appropriate for the length of time the clothes will be used and the durability necessary.



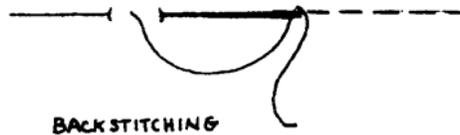
Added Money Savers

- If you are purchasing a new item, check if it can be returned, the time limit allowed, and if there's a cash or credit on return.
- If an item's defective, return it as soon as possible. Be sure that you followed label directions.
- Take care of what you buy. Repair as needed. Keep things clean and use proper cleaning methods.
- Consider delivery costs of catalog, internet, and television orders.

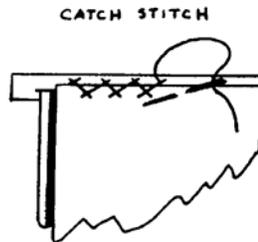
- Fabrics that “pill” can be shaved with a special shaver or brushed with stiff-bristle brush on sturdy fabrics.
- Remove any stains promptly. If necessary, take item to the cleaners as soon as you can. Don't store when stained.

HELPS FOR CLOTHING REPAIR

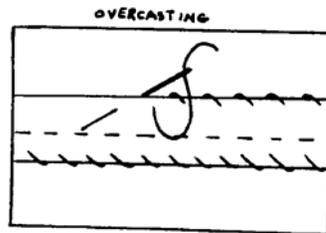
Simple clothing repairs can be done without the aid of a sewing machine. There are, however, hand held machines that can do seam repair quickly and effectively. The simple **back stitch** is the strongest stitch of all. This hand stitch is used to mend seams and also areas that need to be reinforced.



A **catch stitch** is used to sew hems on stretchy fabrics.



Overcasting stitch is used to sew on patches, appliques and fasteners. It is also used to finish raw edges of seams or hems.



- Soft grained leather should have stains removed quickly using mild soapsuds solution. Dry. Polish.
- Clean suede and napped leather with a bristle brush or art gum eraser. An emery board or fine sandpaper roughs up nap. Suede shoes can be ruined by wet weather.
- Clean synthetic shoe materials with detergent solutions. Lighter fluid, carefully used, can remove tar or asphalt marks. Sometimes toothpaste can remove marks.
- Simulated straw and fabric materials need special cleaners. Remove light soil with detergent and water solution. Cleaning solutions remove stubborn grease stains.
- Patent leather usually cleans with a damp cloth. Special polish is available to clean and recondition.

Other Shoe Hints

- To avoid rot, consider not wearing shoes or boots two days in a row, especially if your feet perspire a lot.
- Compare prices for repairing shoes. Repairs may not be worth the price. If you do repair, get a receipt for a claim check.
- When done, try them on to see if they still fit.

STORING CLOTHES

Avoid extra ironing, dry cleaning, deterioration from moisture, and insect holes with thoughtful storage.

Repair First

- Repair clothing right away so it can be used.
- Repair garments before washing or dry-cleaning to avoid further damage.
- If needed, brush clothes or use lint roller before putting them away so they are ready to wear.

There could be delivery costs for returns too.

- Read care labels to know if you can take care of clothing without dry-cleaning.
- Be aware of fabric characteristics so that you get the durability you want (i.e. acrylics “pill”).
- Buy on sale. Be careful. Don't buy just because it's a bargain.
- Try on clothes before you buy, especially if there is a no return policy on the item.

Know Shopping Vocabulary

- **First quality** - perfect condition
- **Irregular** - slight flaw
- **Second** - more flawed than an irregular
- **Sale** -regular prices are reduced for a limited time
- **Clearance** -regular store merchandise is being sold at lower price to reduce stock of store
- **Odd lots** - usually first quality of left-over merchandise after retailers order
- **Overstock** -overruns of first quality merchandise that is left after retailers have ordered
- **Discontinued, canceled goods** - may be first, irregular, or second quality that is no longer produced
- **Samples** -merchandise that was shown to buyers before their orders were taken
- **Special purchase** -merchandise not normally sold by the store
- **Warehouse sale** - merchandise is sold out of a warehouse at lower than normal prices
- **Introductory offer** -limited time price reduction. Items will be sold at higher prices later
- **Returns** -merchandise that has been returned by customers or retailers
- **Comparable value** -can be misleading. Do comparison shopping to check the claim.

Special Thrift Store Shopping Hints

- Check under arms, around the neck, and down the back of garments for signs of wear.
- Check for tiny holes by holding garment up to light. (Moth and silver fish holes may not be visible easily.)
- Some fabrics that say “dry-clean” may be washable with careful handling. Most silks and wools can be washed in cold water soap. Clothes needing extensive pressing, such as suits, should be dry-cleaned.
- Wool sweaters can be shrunk by washing in cold water soap and drying in the dryer. Remove before fully dry and stretch to block to the size you want. Lay flat to dry.
- Look carefully for spots.
- Don't buy clothes with an odor. Even after dry-cleaning, odors can return.

#5 MAKE A CLOTHING PLAN

The clothes you already have are the basis for your future wardrobe. Analyze each item. Look at your near future goals to consider additions that can be used now and also in the future.



Consider each piece for the following criteria:

- I really like it.
- I can coordinate it.
- I can accessorize it differently.
- I want to replace it.
- I can remake it.
- I want to dispose of it at a resale shop, flea market, consignment store, or donate it.
- It will be appropriate for my activities now and in the future.

- Dry, using low temperature. Add dry towels and a clean pair of tennis shoes to fluff the down filling.

Electric Blankets

Follow the care label instructions. If instructions are not available, consider washing using gentle agitation and normal spin in warm water. After removing cord, protect plug on blanket by folding and carefully pinning to the corner of the blanket. (Avoid wires with pin.) Air dry by spreading over two bars or clothesline.

CARE OF CLOTHING

\$ \$ \$

Keeping clothes in good repair saves resources, especially \$ dollars. Taking care of what you have allows you to have money for other things. Taking care of clothing also tells people about your organizational skills and what you value.

SHOE CARE



- Protect shoes from weather. Polish smooth leather shoes to preserve them for longer wear and comfort.
- Prepare new leather shoes by using a water repellent polish or spray. Then polish with shoe polish. (Suede is not normally polished.)
- Fabric and vinyl benefit from waterproof sprays.
- If shoes get wet, stuff lightly with crumpled newspaper and dry at room temperature. Apply shoe cream or saddle soap to soften smooth leather. When dry, polish with shoe polish
- If shoes are marked with salt stains, remove the stains as soon as possible with a desalter product. You can also sponge carefully with water. Then clean with saddle soap to soften smooth leather. When dry, use shoe polish.

Wool Sweaters

Dry-cleaning is recommended unless the wool is designated as washable. Most sweaters, however, can be washed if done as follows:

- Use only cool water with special cold water cleansers such as Woolite.
- Hand wash unless label says it can be machine washed. Do not twist, rub, or stretch when wet. Gently squeeze solution through the fibers. Rinse well and press water out with hands. Do not wring. Finish water removal by rolling in a towel.
- Lay flat on a waterproof surface to dry. Stretch sweater into desired shape. (Make an outline of sweater on paper that will not fade or transfer color. Stretch or mold the sweater into the correct size.)

Silk Garments

- Dry-clean, if recommended.
- If washable, launder gently in lukewarm water with detergent compatible with silk. Rinse in lukewarm or cold water. Dry on gentle cycle or hang to dry. (Remove excess water by rolling in towel.) Never wring water out.
- Iron on reverse side at low temperature. May need to iron while damp. Washable silks can be ironed with steam iron on low temperature.

Down-Filled Items

Follow care label instructions. If there are no instructions, but you still want to wash the item:

- Add laundry detergent to water first and fill machine half full. Submerge item. Finish filling washer. Balance wash load with towels or similarly colored other down-filled items.
- Use regular agitation and normal spin. If necessary, stop washing action to remove air from items.
- Wash sleeping bags separately.

and cuffs, sleeves, yoke (ironing from sleeve to sleeve), body of garment.

Trousers or Slacks



Press in the following order:

1. Press inside of waistband, zipper facing, and pockets. (Do not press hot iron over nylon zipper.)
2. Put top of pants over end of ironing board and press outside from top of waistband to bottom of crotch.
3. Place one part of pant legs lengthwise on the ironing board, putting leg seams of one pant leg together. Steam iron inside of pant leg from crotch to bottom hem.
4. Turn over and press inside of other leg in same way.
5. Place two legs together, lengthwise on board. Steam press each outside of legs from waist to hem.

FOLDING FITTED SHEETS

1. Tuck all four corners of sheet into each other.
2. Lay out flat on surface. Fold sides that form.
3. Complete the folding into size you prefer. Smooth the sheet as you fold it.

SPECIAL LAUNDERING PROBLEMS



Laundering by Hand

- Use solution of 1/8 to 1/4 c granular all-purpose detergent or one long squirt of light-duty liquid detergent for one gallon of warm or cool water. Swish water to mix granules if used.
- Do just a few items at a time. Squeeze water through items causing others to wash against each other. Do not scrub hard or twist. Rinse thoroughly in cool water.

- Set iron dial for appropriate fabric. There are usually four settings:
 1. Synthetics - lowest temperature for man-made fibers
 2. Wool - medium temperature for wool, silk, and blends of cotton and synthetics
 3. Cotton - for 100% cotton or when ironing with a pressing cloth
 4. Linen - highest temperature for pre-dampened, 100% linen that is untreated. (Pretreated linen uses a setting between cotton and linen.)
- If steam pressing, follow instructions for filling iron. Unplug iron when filling with water.
- Follow the grain of the fabric when ironing. Look carefully at the fabric to see in which direction the threads are running. Press in the same direction to avoid wrinkles.
- Hang on hanger or fold appropriately when finished.
- Do not iron puffish, hand painted, or silk screen designs. This causes paint to crack.

SPECIAL IRONING HELPS



Shirts or Blouses

Press in the following order:

1. Press seams open on inside of garment (unless they appear to go in one direction or are sewn shut.) Press on inside of garment to remove wrinkles and moisture from seams.
2. Press facings (these are the linings at the edge of areas such as collars and lapels that often show on the outside of garments.)
3. Press insides of pocket flaps and cuffs, areas around buttons. (Don't scratch iron on buttons.)
4. Press in order: trims such as bows and ruffles, collar

LOOKIN' GOOD!

Usable Clothes Description	Repair & Cleaning Cost	Description of Apparel Needed	Date Needed	Cost Estimate	Actual Cost
<u>Sweaters</u>					
<u>Coats</u>					
<u>Athletic attire</u>					
<u>Shoes/boots</u>					
<u>Underwear</u>					

I CAN DO IT!

Usable Clothes Description	Repair & Cleaning Cost	Description of Apparel Needed	Date Needed	Cost Estimate	Actual Cost
<u>Underwear</u>					
<u>Socks</u>					
<u>Sleepware</u>					
<u>Neckwear/scarves</u>					
<u>Jewelry</u>					

STEP #6 Dry & Iron (If Appropriate)

Automatic clothes dryer drying

- Use appropriate setting for the items.
- Be sure to empty the lint filter before starting the dryer.
- Don't overdry fabrics especially underwear and socks. Allow elastic bands to remain slightly damp when removing from the dryer. (Delicate lingerie lasts longer if air-dried.)
- Don't dry natural and synthetic fabrics together. They need different drying times and temperatures.
- Remove from dryer immediately to avoid wrinkles, especially if you do not have a cool down cycle.
- Turn garments right-side-out and hang on hangers. Fold other clothes appropriately for storage.
- If dryer doesn't have a permanent press setting, allow about 25 minutes drying time and remove items immediately. Place on hangers for cooling and complete drying.

Line Drying



- Hang on line or over special clothes dryer to dry. When hanging on lines, place clothespins to avoid wrinkles. Windy days fluff fabrics. Ironing may be needed.
- When hanging clothes, straighten them as much as you can to cut ironing time.
- Be sure clothespins and line are clean.



- Read the instructions in instruction booklet that comes with the iron.

during the final spinning process.

- Remove items from machine immediately when finished to avoid wrinkles.

LAUNDRY PRODUCT INFORMATION

Soap	Traditional cleaning substance. Water softener is recommended to avoid scum if water is hard.
All-purpose Detergent	Powder or liquid detergent suitable for laundry and other household cleaning. Referred to as heavy-duty detergent. Can be high or low sudsing.
Laundry Detergent	Special detergent that cleans many different fabrics. Some are effective at lower washing temperatures, others soften fabrics, control static and wrinkles.
Light Duty Detergent	Detergent created for lightly soiled, delicate garments when heavy cleaning's not required.
Wool Cleaners	Cleaners designed to clean wool (i.e. Woolite)
Sodium Hypochlorite or Chlorine Bleach	This bleach is a liquid bleach, normally called chlorine bleach (i.e. Clorox). This chemical cleans, whitens, brightens and removes stains, disinfects, and deodorizes. Recommended only for white and colorfast cotton fabrics.
Oxygen or All-purpose Bleach	This chemical produces more gentle bleaching action than chlorine bleach. Recommended for fabrics that should not use chlorine bleach.
Enzymes and Enzyme Presoaks	This washing product breaks down certain soils and stains. Should not be used in combination with chlorine because it deactivates the cleaning action.
Bluing	This blue coloring is added to wash and rinse water. Counteracts yellowing of white fabrics.
Starch	Supplies body and stiffness to garments. Liquid starch can be sprayed on while ironing. Dry starch can be mixed according to directions on package, then fabrics can be dipped into it. Sprinkling and ironing are required to create smooth surface.
Water Softener	This agent inactivates or removes water hardness minerals.

LOOKIN' GOOD!

Usable Clothes Description	Repair & Cleaning Cost	Description of Apparel Needed	Date Needed	Cost Estimate	Actual Cost
<u>Jewelry</u>					
<u>Hats/gloves</u>					
<u>Belts</u>					
<u>Other things</u>					
TOTAL COST:					
	\$			\$	\$

I CAN DO IT!

HOW TO JUDGE CLOTHING



There are things to think about before you buy a piece of clothing.

If you want the clothes to stand up to the wear they will receive, there are ways to judge. Look inside and outside of a garment you consider buying.

Seams

- _____ Width is even and wide enough to handle strain
- _____ Edges are finished so they won't ravel
- _____ Major stress points are reinforced (i.e. extra stitches, rivets)
- _____ Plaids and designs match
- _____ No puckers
- _____ Stitches are even, small, and securely fastened at ends
- _____ Thread is matching and appropriate for fabric

Buttons and Fasteners

- _____ Firmly attached
- _____ Suitable size and style for garment
- _____ All buttons are there (Extras are provided)

Trims and Decorations

- _____ Suitable for garment
- _____ Well placed
- _____ Neatly and firmly attached
- _____ Laundering or dry-cleaning instructions shown for trims
- _____ Points on collars neatly finished

Zippers

- _____ Smooth and flat
- _____ Appropriate color, weight, strength
- _____ Slide smoothly
- _____ Reinforced at points of strain

Linings

- _____ Fit smoothly into garment
- _____ Appropriate fabric for garment
- _____ Have back pleat or extension allowance

LOOKIN' GOOD!

Tobacco	1. Dampen stain and rub with bar soap; rinse. 2. Pretreat or soak in product containing enzymes. 3. Launder. NOTE: If stain remains, launder again using a bleach that is safe for the fabric.
Typewriter correction fluid	1. Let stain dry thoroughly, then gently brush excess off with clothes brush. 2. If necessary, send to professional dry cleaner and mention type of stain.
Urine	1. Presoak in ammonia solution of 1/4 c to 1 gal of water for five minutes. Then rinse with mixture of vinegar and water. Rinse. Use digestant if needed. Launder with safe bleach in water as hot as it is safe for the fabric.
Vomit	See Urine

Adapted from the Soap and Detergent Association, www.sdahq.org

**STEP #5
WASH**

- Load washer so items can move freely in water. **Don't** overload. To avoid tangles, **don't** wind articles around agitator.
- Add laundry detergent or soap of your choice. Follow package directions. Can add water softener to hard water. Use slightly less detergent or soap if water is softened, if the load is small, if items are only lightly soiled, or if using small amount of water.
- Choose appropriate water temperature and washing action. (Cold water is excellent for rinsing.)
- Set the control dials on the machine according to the type of items you will be washing.

Normal loads use regular cycle with warm to hot temperature settings depending on amount of soil.

If wash 'n wear cycle is needed and there's none on machine, wash in cold water rinse to cut down on wrinkling

I CAN DO IT!

Ink	NOTE: Some inks such as ball-point, felt tip, and liquid may be impossible to remove. Laundering may set some types of ink. Try pretreating using one of the following methods: Use a <i>Prewash Stain Remover</i> : 1. Pretreat using a prewash stain remover. Launder. Or use: <i>Denatured Alcohol or Cleaning Fluid</i> : 1. Sponge the area around the stain with alcohol or cleaning fluid before applying it directly on the stain. 2. Place stain face down on clean paper towels. Apply alcohol or cleaning fluid to back of stain. Replace towels frequently. Rinse thoroughly. Launder. Or use: an <i>Alternative Method for Denatured Alcohol or Cleaning Fluid</i> : 1. Place stain over mouth of jar or glass; hold fabric taut. 2. Drip alcohol or cleaning fluid through the stain so ink will drop into the container as it is being removed. 3. Rinse thoroughly. Launder.
Mildew	NOTE: Badly mildewed fabrics may be damaged beyond repair. 1. Launder stained items using a bleach safe for fabric and hottest water recommended for fabric.
Mud	1. When dry, brush off as much mud as possible. <i>Light Stains</i> : Pretreat with a paste of powder detergent and water, liquid laundry detergent, or liquid detergent booster. Launder. <i>Heavy Stains</i> : Pretreat or presoak with laundry detergent or product containing enzymes. Launder.
Mustard	1. Pretreat with prewash stain remover. 2. Launder using sodium hypochlorite bleach, if safe for fabric, or oxygen bleach.
Nail polish	NOTE: Nail polish may be impossible to remove. 1. Try nail polish remover but do not use on acetate or triacetate fabrics. 2. Place stain face down on clean paper towels. Apply nail polish remover to back of stain. Replace paper towels frequently. 3. Repeat until stain disappears, if it does. Rinse. Launder.

Pockets

- _____ Flat, smooth with reinforced corners
- _____ Well matched
- _____ Firmly woven linings

Interfacing and Paddings

- _____ Properly placed and inserted
- _____ Shoulder pads are soft, lightweight, smoothly shaped
- _____ No puckering visible at back of sleeves and shoulders
- _____ Lapels lie flat to chest with graceful roll
- _____ Interfacing firm with no puckers

Fabric

- _____ Care label is visible
- _____ Appropriate for use of garment
- _____ Care is appropriate
- _____ When crushed in hand, snaps back (unless ironing is preferred)
- _____ Garment is cut on the grain. (The direction the yarns go in a woven fabric should be at right angles or garment won't hang straight.)

SHOPPING FOR SPECIFIC TYPES OF APPAREL

Sweaters

Sweaters have knit pieces sewn together or are formed to shape during knitting. The full fashioned hold their shape better. Check the following:

- Ribbing is elastic, not binding, shape-retentive, well finished.
- Tape backing buttons and buttonholes is placed well and is secure.
- If it's a pullover sweater, it goes over the head easily.
- (A fine, tightly woven sweater doesn't snag easily.)

Jeans

Jeans are generally made of cotton or a 50-50% blend of cotton and polyester. Cotton is the most comfortable and doesn't pill. Look for:

- Preshrunk label. (Allow 3% shrinkage if not preshrunk.)
- Firmly woven and durable fabric.
- Flat fell seams with two rows of stitching. These should be closed on both inside and outside of jeans. Seams are firmly stitched. Seams that join at crotch and in back should meet accurately.

- Waistband made of two or more layers of fabric. (Extra layer of fabric should be sewn into waist seam if there's no waistband.)
- Rivets or extra stitches at points of strain (i.e. pockets and zipper end.)
- Zipper has both sides turned under and stitched.

Men's Suits (also see HOW TO JUDGE CLOTHING)

It is important to choose a quality that lasts if a suit is worn often. If a suit is not worn often, compromises can be made. The following information will help the buyer get the most quality and best fit for the dollars spent.

- Jacket hangs without wrinkles or bulges.
- Collar lies flat, close to neck exposing 1/2 inch of shirt collar in back.
- Shoulder line is smooth and straight from neckline to high point of sleeves. Shoulder pads are smoothly shaped.
- Lapels lie flat with gentle roll. Good interlinings keep their shape.
- Armholes follow natural arm line and do not bind. Sleeves are comfortably wide, tapered, pressed without crease. They should allow about 1/2 to 3/4 inch of shirt cuff to show.
- For correct waist line fit, an "X" shaped line should come from center button of jacket when buttoned. "X" shape shouldn't be too indented.
- Snug, not tight trouser waist. Back seam allows fabric for alterations.
- Seat is comfortable for activities. Wrinkle free crotch doesn't bind.
- Trousers legs fit comfortably over calves and thighs.
- Trousers hang straight from waist. Creases run with lengthwise grain of fabric so they hang straight. Legs are just long enough for slight break at instep.
- Fabric is of good quality that doesn't wrinkle. (Wool is easiest to fit.)
- **Special note for women's suits:** Sleeves should break where wrist bends. Suits should fit over whatever will be worn beneath jacket.

NOW IT'S TIME TO SEE IF IT FITS



AND LOOKS GOOD!

If the garment passes the quality test to your liking, it's time to try it on. Make sure you can move in it comfortably. Going to dance in it?

LOOKIN' GOOD!

Dairy products	1. Pretreat or soak stains using a product containing enzymes. 2. Soak for at least 30 minutes or several hours for aged stains. 3. Then launder.
Deodorants, antiperspirants	<i>Light Stains:</i> 1. Pretreat with liquid laundry detergent. Launder. <i>Heavy Stains:</i> 1. Pretreat with prewash stain remover. Allow to stand for 5 to 10 minutes. 2. <u>Launder using oxygen bleach</u>
Dye transfer	1. Attempt restoration of white fabrics that have picked up color from other fabrics by using a packaged color remover, following label directions. Then launder. NOTE: If dye remains, launder again using sodium hypochlorite bleach, if safe for fabric. For non-colorfast fabrics, soak in oxygen bleach, then launder. NOTE: This type of stain may be prevented if proper sorting and laundering procedures are followed.
Egg	1. Pretreat or soak stains using a product containing enzymes. 2. Soak for at least 30 minutes or several hours for aged stains. 3. Then launder.
Fabric softener	1. Dampen the stain and rub with bar soap. 2. Rinse out, then launder.
Fruit, juices	1. Wash with bleach safe for fabric.
Grass	1. Pretreat or soak in product containing enzymes. NOTE: If stain persists, launder using sodium hypochlorite bleach, if safe for fabric, or oxygen bleach.
Grease, oil	<i>Light Stains.</i> 1. Pretreat with prewash stain remover, liquid laundry detergent or liquid detergent booster. 2. Launder using hottest water safe for fabric. <i>Heavy Stains:</i> 1. Place stain face down on clean paper towels. Apply cleaning fluid to back of stain. 2. Replace paper towels under stain frequently. 3. Let dry, rinse. Launder using hottest water safe for fabric.

CAN DO IT!

Bodily fluids	1. Pretreat or soak in product containing enzymes. 2. Launder using sodium hypochlorite bleach, if safe for fabric, or oxygen bleach.
Brown or yellow discoloration from iron, rust, manganese	Use a rust remover recommended for fabrics; launder. NOTE: Do not use a sodium hypochlorite bleach to remove rust stains because it may intensify discoloration.
Candle wax	1. Scrape off surface wax with a dull knife. 2. Place stain between clean paper towels and press with a warm iron. Replace paper towels frequently to absorb more wax and to avoid transferring stains. 3. Place stain face down on clean paper towels. Sponge remaining stain with prewash stain remover or cleaning fluid; blot with paper towels. Let dry. 4. Launder. NOTE: If any color remains, rewash using sodium hypochlorite bleach, if safe for fabric, or oxygen bleach.
or Chocolate	1. Pretreat or prewash in warm water with a product containing enzymes. Or, treat with a prewash stain remover. 2. Launder. NOTE: If stain remains, rewash using a bleach safe for fabric.
Cosmetics	1. Pretreat with prewash stain remover, liquid laundry detergent, paste of powder detergent or laundry additive and water. Or, rub with bar soap. 2. Launder
Crayon	<i>For a few spots:</i> 1. Treat the same as candle wax or dampen the stain and rub with bar soap. 2. Launder using hottest water safe for fabric. <i>For a Whole Load of Clothes:</i> 1. Wash with hot water using a laundry soap and 1 cup baking soda. NOTE: If color remains, launder using sodium hypochlorite bleach, if safe for fabric.
Otherwise	pretreat or soak in a product containing enzymes or an oxygen bleach using hottest water safe for fabric, then launder.

Try a few movements! Going to sit in it? Sit down! Going to swing a bat? Try out a make-believe home-run!

It's time to use the dressing room mirror. Check the following.

- It hangs straight.
- Fit is proper (Not too loose, not too tight.)
- Hems are even.
- Color is flattering.
- Lines of garment are flattering.
- Looks good from all directions. (Relax your body once to see if garment still looks good.)

A FINAL CHECK-LIST FOR CLOTHING CHOICE

- Garment looks good on me
- Garment fits well
- Garment will fit into the environment of my choice
- Style will last
- Fits my clothing budget
- Washable or the cost of dry cleaning was considered
- Have read the label
- Helps meet my long term goals
- Quality meets my needs

GROOMING IS ALSO A PART OF LOOKING GOOD

Personal grooming also creates an image and tells people your values and personality. What messages do you want to send? Personal grooming is as important as your wardrobe. Check the list.



Body Care

- Shower or bathe daily.
- Use a deodorant or antiperspirant when necessary.

- Keep hands clean including fingernails. (Use handbrush for dirt and oil.)
- Wash hands after using the bathroom. Use lotion on skin if it's dry.
- Push cuticles back when washing hands.
- Shape nails with file or clippers.
- Cut toenails straight across. Lift corners to avoid ingrown nails.
- Keep feet dry using foot powder if necessary.
- Protect skin from sun.

Skin Care

- Wash face once or twice daily.
- Use astringent or lotion as needed.
- Consult a dermatologist if there's a severe skin problem.
- Find your skin type and treat it in appropriate manner.
- If using make-up, make sure it is appropriate for the occasion.



Posture (LOOK CONFIDENT!)

- Stand straight and relaxed.
- Sit straight and relaxed. Cross legs at the ankles, not the knees.
- Walk with back straight, toes pointed straight ahead. Arms swing freely.

Teeth

- Brush and floss after meals.
- Drink water during the day and after eating sweet snacks.

Clothing

- Clothes and accessories should be in good repair and clean. (Don't forget that shoes are noticed too!)
- Clothes should be appropriate to the occasion.

DANGER! ! !

- Store stain removers safely where children can't reach them.
- **DO NOT MIX PRODUCTS!** Mixtures of ammonia and chlorine bleach or liquid detergent and chlorine bleach mixed full strength **make deadly fumes. If two different stain remover products are used, rinse one out well before using another.**
- Don't breathe solvent fumes such as carbon tetrachloride. Work in well ventilated area. Don't get chemicals near face.
- Wash up any chemical spills immediately from surfaces. Protect surfaces as you work.
- Chlorine bleach is not safe for all fabrics. Read label.

STAIN REMOVAL CHART FOR WASHABLE FABRICS

Adhesive tape, chewing gum, rubber cement	1. Apply ice or cold water to harden surface; scrape with dull knife. 2. Saturate with prewash stain remover or cleaning fluid. Rinse. Launder
Baby formula	1. Pretreat or soak stains using a product containing enzymes. 2. Soak for at least 30 minutes or several hours for aged stains. 3. Launder.
Beverages (coffee, tea, soft drinks, wine, alcoholic beverages)	1. Sponge or soak stain in cool water. 2. Pretreat with prewash stain remover, liquid detergent booster or paste of powder laundry product and water. 3. Launder using sodium hypochlorite bleach, if safe for fabric, or oxygen bleach. NOTE: Older stains may respond to pretreating or soaking in product containing enzymes, then laundering.
Blood	<i>Fresh stains</i> Soak in cold water. (Do not use hot water as it will set blood stains.) Launder. <i>Dried Stains</i> Pretreat or soak in warm water with a product containing enzymes. Launder. NOTE: If stain remains, rewash using bleach safe for fabric.

General Rules for All Stains

- Check label before beginning.
- Remove stains as quickly as possible. If unsure of origin of stain, wash in cool or warm water. If stain is on garment requiring dry-cleaning, get it cleaned as quickly as possible. Let clerk know origin of stain and type of fabric.
- **Test stain remover on a part of the garment that can't be seen (i.e. seam or facing.) Touch the area with a drop of the stain remover and leave it for 2-5 minutes to see if the fabric is adversely affected.)**
- Always follow directions on any laundry product.
- All stains may not come out. Heating with water, dryer, or iron can "set" stains.
- Work in a well lit area on a clean surface that is protected from harm.
- Place stained area of fabric toward a paper towel or clean white towel. Wipe on the back of the stain to force it out rather than through the fabric. Use only a few drops of the remover at a time, making sure not to add it faster than it is being absorbed.
- If there is a mark left after using the removal process, treat the whole garment with the pre-treatment stain remover and rewash. If you were using a bleaching product, the whole garment must be bleached. Color may change but will be uniform.
- Launder the garment after using remover to wash out stain and remover.
- All fluorescent colors should be tested for colorfastness before cleaning.
- Velvet made of acetate fibers mats down. Don't use water or water based spot removers.
- Never use cleaning fluids or solvents on leather or suede.



Hair Care



- ___ Brush daily. Brush or comb in between as appropriate.
- ___ Shampoo as needed (daily, every other day, weekly.)
- ___ Shave facial hair appropriately.
- ___ Style hair for face shape and appropriateness.

Choose a Flattering Hair Style



The line and design principle of “The eyes follow the lines” can be used when choosing a hair style too.

Here are some examples. If your face is narrow, add width and volume to the sides of your face. (Don’t part hair in the middle, it will carry the eye straight down and make face appear longer.) If your face is wide, you will need more length and less height and weight to the style. If your forehead is narrow, you might try bangs.

The basic face shapes are: round, heart, diamond, and oval. If you don’t know which you have, you can trace an outline of your face with a bar of soap on a mirror. Be sure to pull your hair away from your face. You can experiment with the soap to see if you can make a style that you like. (Don’t forget to clean off the mirror!)

You will also have to consider the hair’s texture. For example finer hair could benefit from a short layered style. A professional product can give volume if needed. Blow drying can help. If hair is tightly curled, frizz can be controlled with hair products. Blow drying can also help to straighten the hair.

The amount of time it takes to care for hair, is also important to consider.



HOW DO I TAKE CARE OF MY CLOTHES AND LAUNDRY?

???? Do you know:

- * how to wash a wool sweater?
- * how to separate clothes?
- * how to recognize fabrics?
- * what to do if there is no label?
- * how to protect from insect holes?
- * how to read labels?
- * how to get stains out?
- * when bleach is safe?
- * how to iron a shirt?
- * how to mend?

Are you going to use a Laundromat? Are washer and dryer available where you rent? Is there someone else who is willing to do laundry for you? What will it cost to get your laundry done? There are many questions to be answered.

People with small loads of personal laundry are often tempted to put everything together for one big load. This method can save time and money. It can, however, cause **costly problems!** Clothes can change colors. Clothes can shrink. Lint can collect so it is difficult to remove. Fabrics can tear.

Because washing clothes is costly and time consuming, you may want to make some compromises. This chapter’s information can be a guide and a reference.

If you use a coin operated laundry, you might like to create a laundry tote to carry your supplies. Collect change and place it in the tote. Be sure chosen Laundromat is clean, well lit and maintained.

STEP #3 PREPARE EACH PIECE

- Place delicate garments in mesh bag or pillowcase.
- Turn inside out: permanent press garments with permanent creases or prints, knits, blue jeans.
- Close hooks and zippers. Knot drawstrings to avoid their pulling out.
- Empty pockets. (Tissues and pens make a terrible mess!)
- Brush lint out of cuffs and pockets.
- Loosely knot all belts, strings, and long stockings to prevent tangling.
- Repair holes or tears so they won't rip more.
- Remove any trims that may fade.
- Treat stains, spots, and heavy soil.

STEP # 4 REMOVE STAINS

Heavy Stains or Soil

If clothes are heavily soiled or stained, soak in laundry detergent or pre-soak product completely dissolved in warm, not hot, water for 30 minutes. Pre-soak detergents with enzymes work well on protein based stains such as milk, eggs, grass, chocolate, blood, urine, baby formula, and certain complex stains. Sort fabrics. Follow label directions. Wring out, spin out, or press out soak water before washing in clean water.

Most Small Stains and Soil Lines

There are various ways to remove stains and soil lines. Use the special treatments suggested in stain remover charts for difficult stains. Spray, stick, or liquid pretreatment stain removers can be used following directions on containers.

Hand -painted, tie-dyed, blocked prints

Avoid fading by "setting" colors. Place in water and vinegar solution before washing. Turn inside out. Wash according to type of fabric.

Machine washable wools

Use cool water and short wash cycle.

Permanent press, synthetic

Separate according to fabric treatment. Read label.

Terry cloth and lint creators like fuzzy rugs, sweatshirts

Place articles together since lint will transfer.

Throw rugs

Wash separately.

Hand washables, loosely-knit lacy items

Don't wash with towels. Read label. Use gentle cycle or wash by hand.

If you have very small loads when you sort, consider carefully before doing ALL of the clothes together. NEVER put deep colored non-colorfast clothes with lighter color clothes unless you don't care about items changing color. Clothes that need gentle handling or create fuzz should be separated. Heavily dirty, oily pieces can transfer the dirt onto other clothes. If you do choose to wash some of the clothes together, ignoring the risks, use cold water and cold water soap. This will offer some protection. Don't forget to turn jeans inside out!



SIX BASIC STEPS FOR DOING LAUNDRY

STEP # 1:

Read the Labels and Analyze Fabric if Necessary

The Care Labeling of Textile Wearing Apparel Law requires labels on fabrics. Labels give information on fabric content and care instructions in brief form.

The labeling act became necessary when many new man-made fibers were created. These fibers were used separately or blended with others to create new fabrics. The different types of weaves made fabrics even more difficult to tell apart. Since different types of fibers required different types of care, help was needed. The labeling act became law.

“What if the label isn’t there?”

If a label is missing and you don’t know what the fiber is, you can do a simple “burn test.” Use a small ball of fuzz that you pull from a sweater. You can also use a small piece of fabric cut from an inconspicuous spot of the garment, such as a facing. Place the piece on a dish that will not melt or be hurt by heat. Carefully touch a burning match to the fiber. Look at what’s left and analyze the results.

- *Wool* forms an ash and smells like hair burning.
- *Cotton, linen, and silk* leave a gray ash.
- *Synthetics* melt into a small hard, ball.

If the only information on a label is the percentage of fibers, care for it as you would the fiber with the highest content.

Use the following information to figure how to launder specific fabrics.

Understanding Fibers and Their Care

Synthetic or man-made fibers: include 21 generic names with over 200 trade names. There are two types. *Cellulosic* are made from tree fibers. Examples are: rayon, acetate, and triacetate. *Non cellulosic* are made from polymers (combinations of molecules of petroleum, natural gas, water, and air.) Examples are: Dacron, Nylon, Polyester, and Spandex. The fibers made from polymers are similar to plastic straws. They will melt when hot, bend when warm, and retain the

shape in which they cool. They do not absorb liquids easily. For these reasons, use cool to warm temperatures for water and for iron. Dry at moderate heat. Remove from dryer while still warm to prevent wrinkling.

Natural fibers: include cotton, ramie, silk, linen, and wool.
Wool, which is made from sheep hair, must be treated gently or it will lose its sheen and size.

Silk, made from silkworm cocoons, is very fragile and needs gentle handling.

Cotton, ramie, and linen, made from plants, can usually tolerate more heat and abrasion.

Fabric blends, such as polyester/cotton, should be treated as the weaker of the fibers, in this case, polyester. Remember that synthetics do not withstand heat and chlorine bleach well.

STEP # 2 SORT ITEMS

1. Sort Items by Color and Fabric

White and colorfast cotton garments and linens

Separate white clothes from deep colors. Can be washed in warm or hot water. Can also use cold water with cold water soap.

Light Colors

Separate and wash in warm or cold water.

Dark colors

Separate and wash in warm or cold water.

Fluorescent colors

Wash separately in water temperature appropriate for fabric.

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